Center for Educational Performance and Information (CEPI)

Michigan Education Information System (MEIS)

Senior Cohort Report

Frequently Asked Questions

November 2006

Questions?
Contact: 517.335.0505
E-mail: Help-Desk@michigan.gov

Q1. What is the purpose of this Report?
A1: The purpose of the Report is (a) to ensure that districts are accurately reporting these students in their appropriate graduation cohorts; and (b) to provide feedback regarding students who may be at risk of not graduating on time.

Q2. Where can I get help understanding this Report?
A2: Please refer to the Senior Cohort Report User's Guide on the Cohort Information page under Resources. The Senior Cohort Report User's Guide can be obtained at the following link:

http://www.michigan.gov/documents/cepi/SnrChrtUsrGde_178956_7.pdf

Q3: What is included in this Report?
A3: This Report presents current students who were identified as first-time freshman in the 2003/2004 school year or those who have since entered this cohort, as reported in the Single Record Student Database (SRSD). **This Report is not a definitive list of those students who will be included for graduation and dropout reporting.**

Q4: What is not included in the Report?
A4: This Report cannot be used as an early indication of the graduation rate for the class of 2007 because it excludes several pieces of information including:

- Students identified as first-time ninth-graders in the fall of 2003 who are not accounted for in the End-of-Year (EOY) 2006 SRSD Submission (e.g., dropouts);
- Students identified as first-time ninth-graders in the fall of 2003 who graduated prior to the 2006-2007 school year;
- An adjusted date of graduation for special education students identified as first-time ninth-graders in the fall of 2003, and whose individualized education programs (IEPs) specify that the students are expected to graduate later than 2007; and
- Any other adjustments that may be permitted to allow students identified as first-time ninth-graders in the fall of 2003 to have more than the standard number of years to graduate.

Q5: How will the state use this data?
A5: As we transition to the use of cohort-based graduation calculations, this data will be used as the basis to complete several vital state and federal reporting requirements, including:
- Official graduation rates for students graduating on time within four years, as well as five- and six-year successful completion rates;
- The calculation of dropout rates;
- Retention and completion rates for special education, alternative education, and other programs;
- Reports of Adequate Yearly Progress (AYP) as required by the No Child Left Behind Act; and
- The measurement of school improvement.

Q6: How do you recommend I use this Report?
A6: We think this Report will be helpful to principals and to pupil accounting personnel in becoming familiar with the students assigned to each cohort and, more importantly, in identifying students that may not be on track to graduate in the expected timeframe. Please refer to the "Senior Cohort Report Letter to Superintendents" located on the Cohort Information page for more details on how to use this Report. This letter can be obtained at the following link:

http://www.michigan.gov/documents/cepi/SnrChrtRptltr_177492_7.pdf

Q7: How and when will the school districts/buildings access this Report?
A7: The Senior Cohort Report became available on November 2, 2006. The SRSD application will allow school districts' authorized users the opportunity to review and print the data. CEPI sent e-mail notifications to school district superintendents, PSA administrators, and authorized users when the Report became available. CEPI used district e-mail addresses from the School Code Master.

Q8: How does a school district superintendent, PSA administrator or school principal access this Report?
A8: Individuals with a UIC Resolver role (view or edit) in the SRSD Application will have access to this Report. It is recommended that your district's SRSD UIC Resolver be contacted to make arrangements for access to the **Senior Cohort Report**. A list of UIC Resolvers, by district, can be obtained at the following link:

https://cepi.state.mi.us/SRSD/CEPI_Reports/SRSDResolver.asp

Q9: Upon review of the Report, can data corrections be made?
A9: SRSD/UIC Application resolvers and Graduation and Dropout Review and Comment Application (GAD) authorized users should validate the information about the students provided on the draft Report against their districts' student information systems to ensure that accurate data are being provided to the state. Although historical data cannot be corrected in SRSD, UIC resolvers can greatly improve the accuracy of the 2006-07 graduation rates by:
   a. Providing accurate student data during the fall 2006, spring 2007, EOY 2007 and fall 2007 submissions
   b. Completing Phase I and Phase II UIC Resolution on time and linking multiple student UICs as needed, particularly for high school students.

Q10: Are students enrolled in special education or alternative education settings as "ungraded" included in this Report?
A10: Yes, CEPI has computed grades for students reported in an ungraded setting; i.e., grade 13 (alternative education) or grade 14 (special education). The computed grade is determined using the student's age as of December 1st of the current school year, and subtracting 6. For example, a student whose age is 17 as of December 1st would have a computed grade of 11.

Q11: Are graded adult education students included in this Report?
A11: If the student was originally enrolled in general or special education, and was identified as a first-time freshman in 2003 or a subsequent transfer into the 2007 Cohort prior to transferring to an adult education program, the student will be listed in this Report.

Q12: Are share-time students included in this Report?
A12: Share-time students will appear on the Report of each responsible program.

Q13: What should I do if I feel there are students who should or should not be on my program's Senior Cohort Report?
A13:   Please contact CEPI through the Help Desk with any concerns about this Report. The Help Desk may be contacted by phone at (517) 335-0505 or by e-mail at Help-Desk@michigan.gov. To comply with the Family Educational Rights and Privacy Act Regulations (FERPA) requirements and to protect student privacy, please do not send student identifying information via e-mail.

Q15: How can feedback on this Report be provided to CEPI?
A15: As this is a pilot Report, CEPI is interested in learning what additional information would be helpful to the districts in tracking their cohorts. We are also interested in knowing whether there are populations of students being included or excluded from the Report in error so that the data extraction queries can be corrected. To obtain this information, a survey mechanism has been developed and is available at

> http://www.surveymonkey.com/s.asp?u=41882685298.

Q16: Why is linking UICs important?
A16: Linking allows students to be appropriately tracked over time. The ability to accurately track students over time is a central requirement for calculating the Senior Cohort Report. Failure to link UICs may have a negative effect on graduation and dropout rates.

When a single student is assigned multiple UICs, linking those UICs allows the history of that student to be tied together. For instance, if you search by UIC in the Student Search function of the SRSD application, the UIC Details screen in the application displays not only the record for that UIC but any UIC previously linked to it as well. Linking UICs also reduces the efforts of UIC resolvers during Student UIC Resolution (Phase 1). When the system scans the UIC Master Table for possible matches, it will only check the record of the primary UIC of a set that is linked.

Q17: How do I decide which UIC to use?
A17: CEPI does not select the UIC you use. You, as a district UIC resolver, make the selection. However, in the case of a name change or incorrect data, you may wish to select the UIC with the most current or correct data. You would then use this UIC (also called the "primary" UIC) for future submissions. It is important to use the primary UIC in all subsequent submissions for a particular student. Failure to do so could result in the assignment of even more UIC numbers.

Again, in cases where a district discovers that more than one UIC has been assigned to the same student, it is suggested that the district's UIC resolver request that CEPI link the UICs for this student. The UIC resolver will select one UIC as the primary UIC and mark the other(s) as secondary. **If the UIC chosen as primary is not associated with the school district, your linking request will not be processed.**

Q18: Where can I find out more about linking UICs?
A18: www.michigan.gov/documents/UICUserGuide_87398_7.pdf